



Ms. Patricia Adams
Deputy Assistant Secretary of the Navy (Civilian Human Resources)

NSPS News

DON NSPS Office | Volume 1, Number 16 | 19 December 2005

To subscribe to *NSPS NEWS* click on link: mailto:join-nsps_news@venus.lyris.net?subject=join-nsps_news

Final Enabling Regulations

On November 1, 2005 the final NSPS enabling regulations were published in the Federal Register. The Final Rule consists of three main parts:

- An introduction to NSPS and the process used in developing it,
- The Department of Defense response to the major issues raised during the public comment period, face-to-face discussions, and meet-and-confer process with national union representatives, and
- The implementing rules.

While the implementing rules published in the *Federal Register* provide the framework for establishing NSPS, they do not entail the specific details of how NSPS will be implemented. The specifics, such as the pay schedules and associated pay bands, salary ranges, performance rating criteria and forms, etc., are covered in the DoD draft "NSPS implementing issuances." The *Federal Register* regulations can be viewed from the DON NSPS website at <http://www.donhr.navy.mil/nsps>.

Implementing Issuances

The Department of Defense (DoD) issued the draft implementing issuances for the human resources portion of the National Security Personnel System on November 23, 2005. These draft issuances provide details for carrying out provisions included in the NSPS regulations. Subjects addressed in the implementing issuances include conversion into NSPS, classification, compensation, performance management, workforce shaping, and staffing and employment.

The implementing issuances are subject to a continuing collaboration process with the exclusive representatives of DoD employees. In early December this continuing collaboration process began with DoD and the employee representatives meeting in Rosslyn, Virginia to discuss training and an overview of the HR Implementing Issuances. Comments and recommendations from the employee representatives regarding the HR implementing issuances, except workforce shaping, are due later this month. DoD will provide a written statement to the employee representatives of the reasons for taking any final action relative to the issuances in early January. Comments on workforce shaping are due from the employee representatives in mid-January.

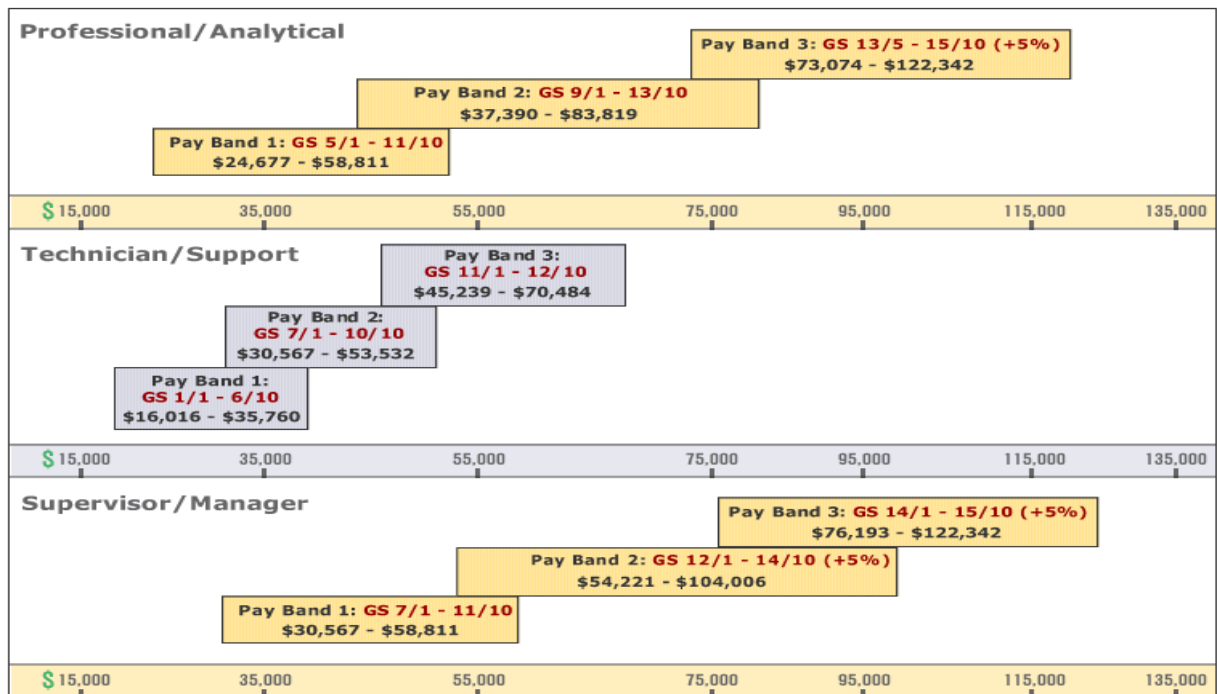
During the collaboration process the unions will have an opportunity to participate in the further planning, development and implementation of the human resources system for NSPS, including the opportunity to submit written comments and discuss their views on the identified subjects. To review the content of the proposed implementing issuances, please visit the DoD NSPS Website at <http://www.cpms.osd.mil/nsps>.

Pay Bands

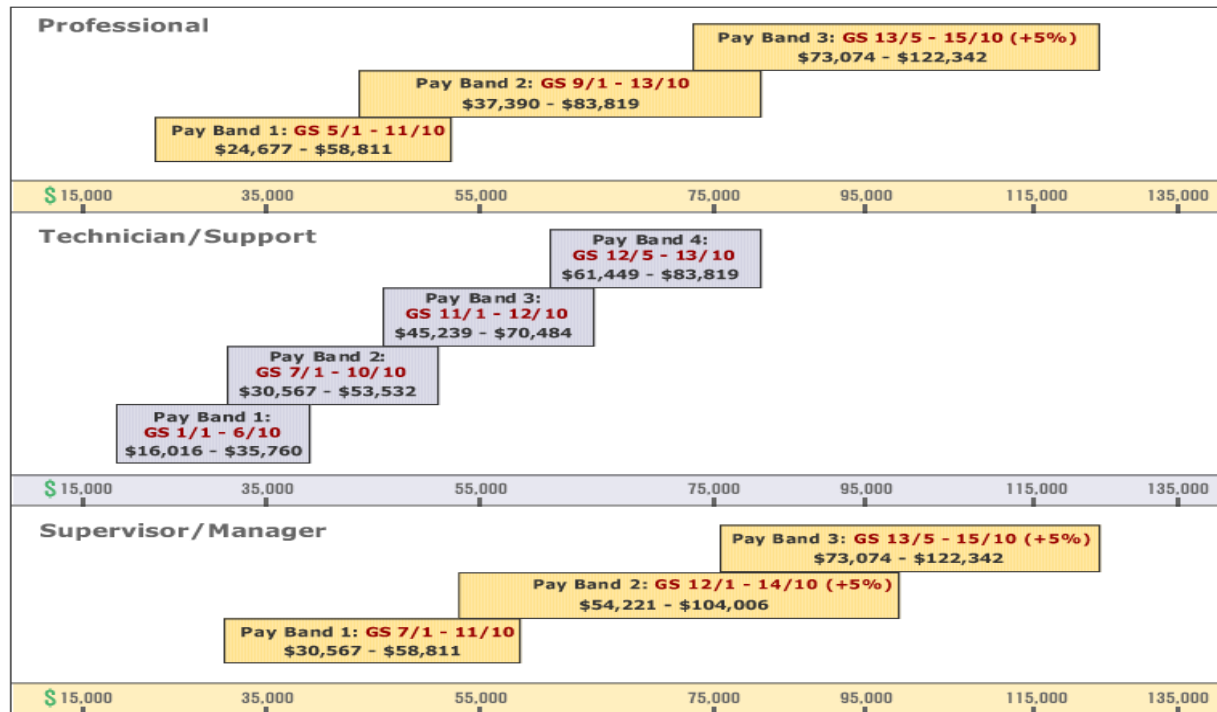
Pay bands are an integral part of the NSPS compensation structure. Pay bands allow for pay progression to be driven by performance, not longevity, and provide for greater flexibility in the classification process. Currently, the NSPS pay bands are anchored by the General Schedule (GS) architecture; in the future, however, pay band salary anchors (the pay band minimum and maximum) will be based on national and local labor market factors. No employee will lose pay upon conversion to the NSPS pay bands. Employees eligible for a within-grade increase (WGI) will receive a pro-rated increase in their salary (e.g., if you are in a 3-year waiting period for WGI and have completed 2 years, you will get 2/3 of your WGI).

Proposed pay bands for each of the career groups follow and are subject to continuing collaboration with employee representatives. For detailed descriptions of the proposed series and job families that will be assigned to each career group upon conversion, refer to the draft implementing issuances at <http://www.cpms.osd.mil/nsps>.

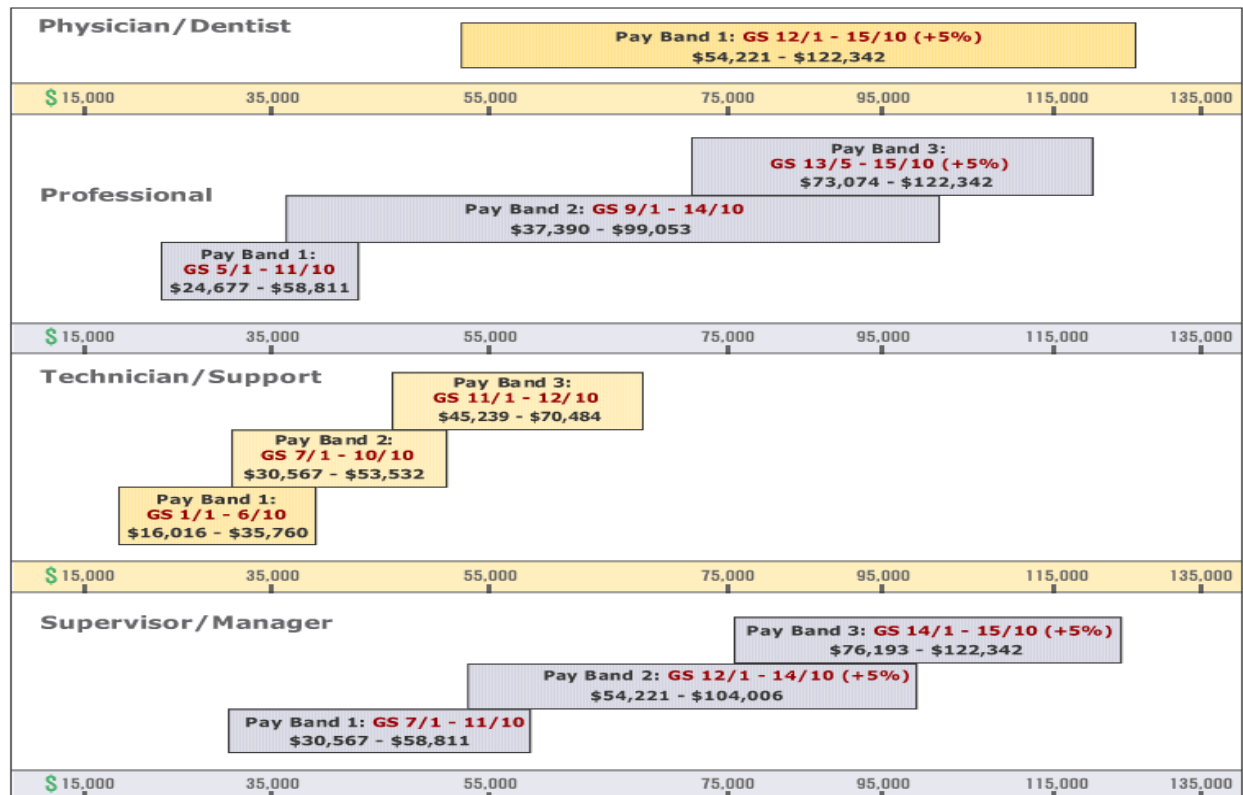
Proposed Standard Career Group: Subject to continuing collaboration.



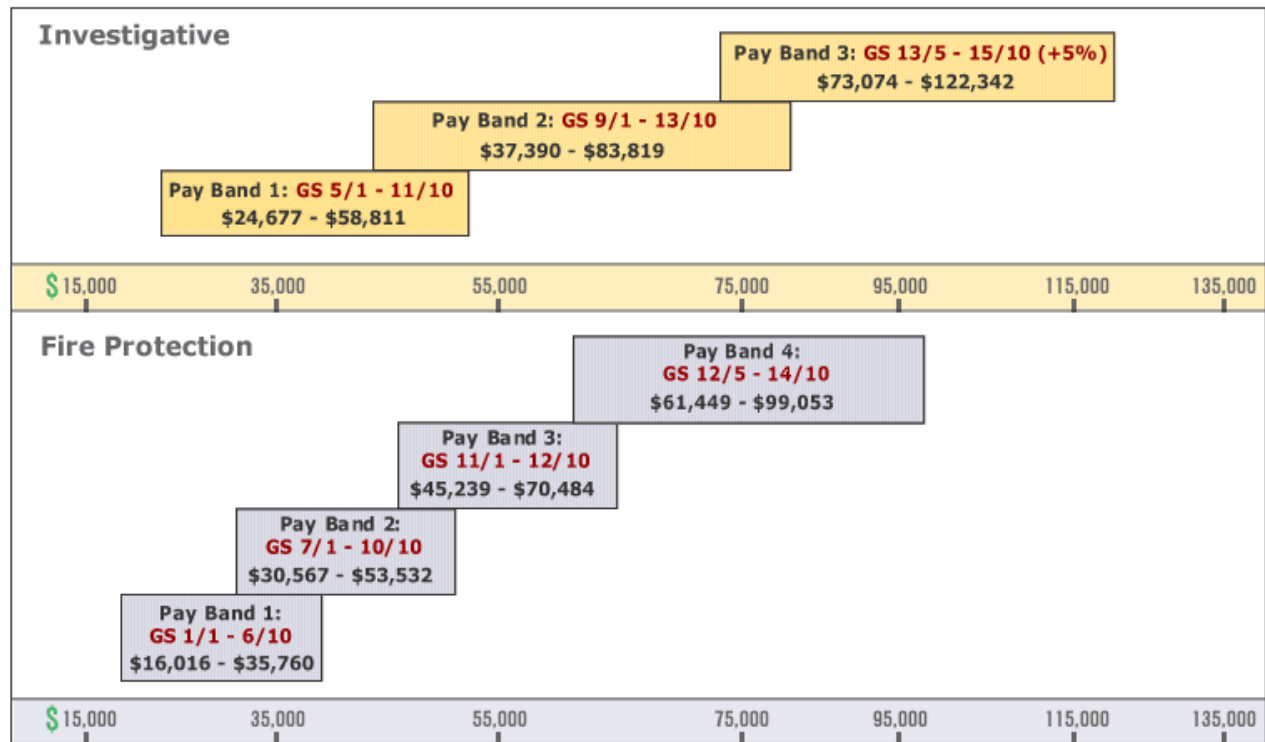
Proposed Scientific and Engineering Career Group: Subject to continuing collaboration.



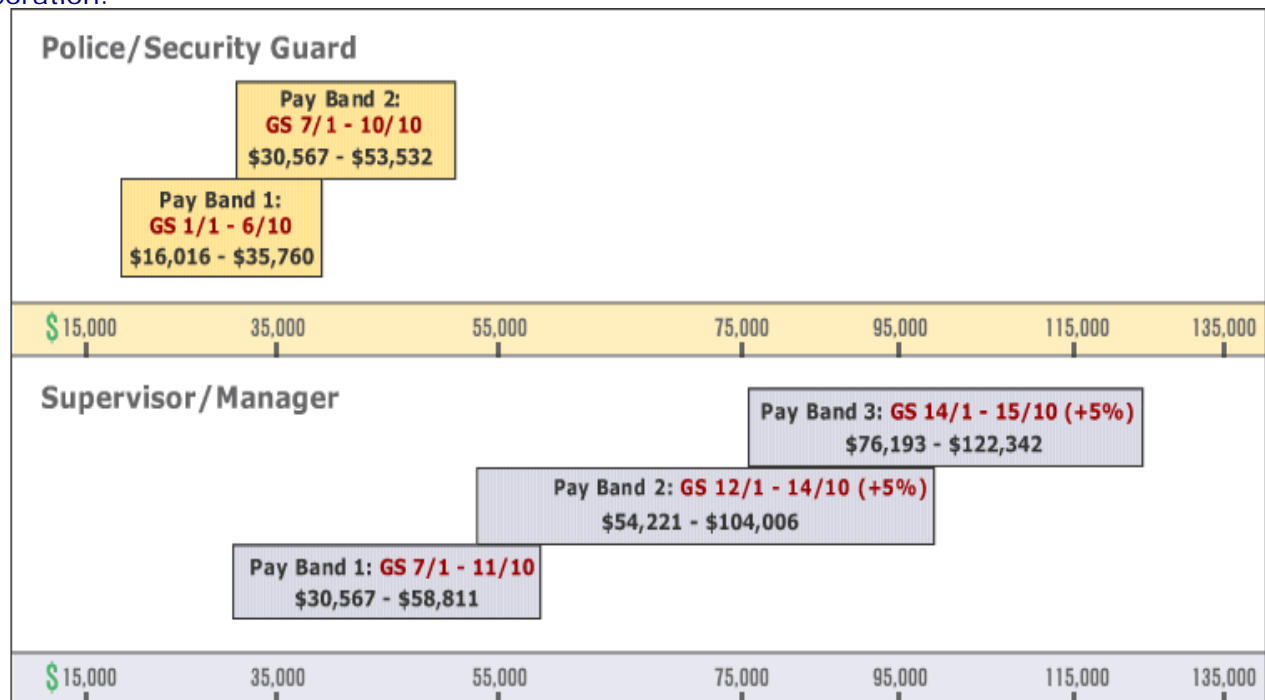
Proposed Medical Career Group: Subject to continuing collaboration.



Proposed Investigative and Protective Services Group: Subject to continuing collaboration.



Proposed Investigative and Protective Services Group (cont.): Subject to continuing collaboration.



Understanding Pay Pools in a Performance-Based Pay System

Another key concept of the NSPS' performance-based pay system is pay pools. A pay pool groups together a number of employees for the purpose of calculating payout funds, determining assessments for performance and contribution, and recommending individual payout decisions for the employees in the pay pool.

Pay pools can be structured a number of different ways. They can be created along organizational lines, by career groups or by geographical locations, and can encompass a range of career groups, occupations, pay band levels, salaries and performance levels. One of the lessons learned from the demo projects is that the most useful pay pool size is between 50 and 150 employees. Despite the varied composition of the pay pools, they normally all have at least one thing in common; the pay pool panel membership usually includes senior management officials in order to elevate the performance evaluation of a single employee beyond the first-line supervisory level.

The first line supervisor usually serves as the rating official and is responsible for goal setting and establishing performance expectations and measures with the employee's participation. The supervisor functions as a coach, ensuring the employee understands expectations, receives development support, and receives ongoing performance feedback. The rating official discusses the employee's rating with him or her and submits a recommended rating to the pay pool panel.

The Pay Pool Panel, usually a group of senior management officials, reviews the rating officials' appraisals and payout recommendations, seeks clarifying information as needed, adjusts scores to ensure consistency and equity across the pay pool, and may make and/or approve payout recommendations to the pay pool manager. The Pay Pool Manager (PPM) looks across the entire pay pool to ensure equity and fairness. The PPM, typically the senior manager of an organization, validates the pay pool's distribution and representation of the pool, determines need for and makes final adjustments, and communicates with pay pool members and/or rating officials.

What should I be doing now?

Employees can prepare for NSPS now!

1. Familiarize yourself with your Command's Strategic Plan.
2. Think about how what you do supports the Strategic Plan.
3. Talk with your supervisor about the key products and services for which you are responsible, and their connection to the Strategic Plan.
4. Think about and discuss with your supervisor the outputs for these key products and services and how they could be measured (i.e., how would I know if I were successful?).

These steps will help you get ready for NSPS and will provide you with additional clarification as to your roles and responsibilities.

Department of the Navy OIPT

Mr. Navas, Assistant Secretary of the Navy, Manpower and Reserve Affairs, recently created a DON Overarching Integrated Product Team (OIPT) mirrored after the Department of Defense (DoD) OIPT. The DoD OIPT consists of the Assistant Secretaries for Manpower and Reserve Affairs from each of the Military Services, senior DoD officials and Office of Personnel Management staff. The DoD OIPT provides advice and direction to the NSPS Program Executive Office on NSPS policy and implementation strategies.

The DON OIPT consists of representatives from among several of the 21 major commands. It supports and advises the Deputy Assistant Secretary of the Navy (Civilian Human Resources) in the development of DON NSPS policies, regulations, and implementation plans, exercising direction and control as granted

by Mr. Navas. The DON OIPT will address issues that impact the implementation of NSPS throughout the DON.

Training Update

Train the Trainer: To date nearly 675 DON employees have been certified as NSPS trainers. The PEO sponsored and conducted Train the Trainer (T3) sessions at the DFAS training facility in Columbus, OH and the DoD training facility in Southbridge, MA between August and December in the following courses:

- HR elements for HR practitioners;
- LR elements for LR practitioners;
- HR elements for managers, supervisors, and employees;
- Performance Management for managers and supervisors;
- Performance Management for employees; and
- Appeals and Adverse Actions for ER practitioners.

DON sponsored two additional sessions on Performance Management that were held in Washington, D.C. and Norfolk, VA.

Between now and February, there is an opportunity to certify an additional 200 trainers in Performance Management and HR elements at the DoD training facility in Southbridge, MA. The DON will supplement its trainers with contract trainers from SI International.

Workforce Training: Training of the workforce is scheduled to begin January 9, 2006, with the goal of having our Spiral 1.1 employees trained by the first of March when they are placed on the new performance standards. Ms. Adams plans to visit several sites once this training begins.

Coaching for High Performance: Spiral 1.3 organizations are gearing up for this optional course. The PMO developed and deployed this course between March and December 2005 and has successfully trained nearly 3,500 managers and supervisors, which is 72% of all managers and supervisors in Spirals 1.1 and 1.2.

NSPS 101: The DoD's 45-60 minute optional online course, which provides an overview of NSPS, called NSPS 101 will be online and available in January.

Timeline Update

- 9 January – Workforce training begins
- 1 March – Spiral 1.1 employees on NSPS performance standards
- 30 April – Spiral 1.1 employees converted to pay bands

NSPS Websites

Put these important Websites on your Favorites list to get the most up-to-date NSPS information.

<http://www.donhr.navy.mil/nsps> - The Department of the Navy, Civilian Human Resources, NSPS website. Among the new items available on this site are the DoD implementing issuances and frequently asked questions and answers (FAQs) prepared when the final guidance was released for the Federal Register. Also, you are able to subscribe to the DON NSPS newsletter via this website.

<http://www.cpmc.osd.mil/nsps> - The Department of Defense NSPS Website. This website has the most current information on NSPS from the DoD perspective. The new web-based course, NSPS 101, which is planned for release in early January, will be available here. Also on this website are several brochures relating to communications and transition to NSPS.

<https://wwwa.nko.navy.mil/portal/splash/index.jsp> - Navy Knowledge Online (NKO) Website – On-line or distance learning is a very convenient way to conduct certain types of training. E-Learning courses available on NKO are a major component of the training strategy for NSPS implementation. Employees are encouraged to register on NKO and become familiar with the training already available through NKO (see “Anticipated Schedule and Training” section). The newly released “Navy Knowledge Online E Learning Reference Guide” should also be of help for new users. It is found at http://www.donhr.navy.mil/NSPSdocs/NKO_ELearning_Guide.pdf



To subscribe to *NSPS NEWS* click on link: mailto:join-nsps_news@venus.lyris.net?subject=join-nsps_news

To unsubscribe to *NSPS NEWS* click on link: mailto:unsubscribe-nsps_news@venus.lyris.net